

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 2518-0043

1. TYPE OF SUBMISSION <input type="checkbox"/> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED November 20, 2002	Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY 2-24-03		Federal Identifier X830944010	
5. APPLICANT INFORMATION			
Legal Name Building Performance Institute, Inc.		Organizational Unit	
Address (give city, county, State, and zip code) 10 Plains Road Malta, NY 12020, Saratoga County		Name and telephone number of person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 14 178901		7. TYPE OF APPLICANT (enter appropriate letter in box) N	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) Non-Profit	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 66 034		9. NAME OF FEDERAL AGENCY: Environmental Protection Agency	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.)		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Building Performance Certification Development	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date 1/1/03	Ending Date 12/31/03	a. Applicant 21st -- New York	b. Project Nationwide
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 73,000	a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE	
b. Applicant	\$ 0	b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY EXECUTIVE ORDER 12372	
c. State	\$ 0	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SUBMITTED FOR REVIEW	
d. Local	\$ 0	17. IS THE APPLICANT DELINQUENT ON AN	
e. Other	\$ 0	<input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
f. Program Income	\$ 0		
g. TOTAL	\$ 73,000		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative Courtney Moriarta		b. Title Executive Director	
c. Signature of Authorized Representative <i>Courtney Moriarta</i>		Telephone Number (518) 899-2727	
Previous Edition Usable Authorized for Local Reproduction		d. Date Signed 11/20/02	

Standard Form 424 (Rev. 7-97)
Prescribed by GAO Circular A-102

BACKER 2

Routing and Transmittal Slip

Date: 3/6/03

☒ FROZEN

Initial

Date

1. AAO

JS

3/19/03

2. RETURN: La Shaun P. Phillips

BPP

3/6/03

3. Mailout

BR

3/26/03

Award/Amendment for ACTION

Assistance I.D. Number: CR30944-07-0


MAIL GRANT

<input checked="" type="checkbox"/>	New Agreement		Partial Funding
	Increase Funding		New Fellowship
	Decrease Funding		Fellowship Increase
	Time Extension w/ Money		Other (Administrative)
	No-Cost Extension		

From:

La Shaun Phillips

564-5343

 **Lena Nirk**
03/06/03 09:12 AM

To: LaShaun Phillips/LAC/USEPA/US@EPA
CC:
Subject: BPI

I would like to clarify how the statutory authority of the Clean Air Act [42 USC 7403 (a)(5)] Section 103 applies to the objectives of the BPI grant. Section 103 directs the Administrator "to conduct and promote coordination and acceleration of training for individuals relating to the causes, effects, extent, prevention and control of air pollution." Meeting the objectives of this grant would result in a reduction in air pollution from existing homes by minimizing their energy demand.
Please let me know if you need additional information.
Lena

Email
3/14/03

IV Recommendation

The applicant is requesting a federal budget of \$75,130 for this effort. I recommend funding of this proposal at the requested level.

BPI is continuing its mission to promote excellence in residential contracting by creating a new set of certifications developed to better serve the needs of contractors in the traditional residential building trades including remodelers, insulation contractors and heating and cooling contractors. BPI, and a group of national building science experts, have established a draft set of technical standards as a guide for trade professionals to ensure the energy-efficiency and durability of homes they work on and the health, safety, and comfort of the people who live in them. BPI provides certifications for technicians demonstrating competency in the knowledge and skills necessary to inspect, diagnose, and troubleshoot building performance issues, and is an integral part of the "Home Performance with ENERGY STAR" pilot in New York state.

The success of the initial phase of this initiative has generated interest in the Building Performance Institute and the certification and accreditation process on a national level. It is BPI's goal to be able to provide this service on a national scale; however, additional infrastructure is required before they will be able to effectively meet this demand.

Under this grant, BPI proposes:

- To continue development of infrastructure required to deliver certifications and accreditation of building performance contracting firms on a national scale.
- To establish additional BPI affiliate organizations to provide contractor certification/accreditation services in regions of the country where they are not currently available.
- To participate in a variety of nationally recognized meetings and conferences and local events to generate contractor and consumer interest in whole house services.
- To further develop the policies and procedures related to quality assurance of the BPI accreditation program to ensure a sustainable process as the service territory expands.

The BPI contractor certification and accreditation program provides an excellent opportunity to help grow the residential building performance industry. It also provides market transformation programs an easily identifiable link to these qualified professionals and helps ensure the success of whole-house based home improvement programs.

III Review of Technical Qualifications

BPI Incorporated is a 501(c)(3) non-profit organization that researches promotes energy and resource efficiency, comfort, health, safety, affordability in residential buildings. It has been promoting building science practice in the residential contracting trades and providing certification since 1993. The experts participating in the technical standard development ensure a very high level of quality. The success of their certification and accreditation in the New York "Home Performance with ENERGY STAR" pilot demonstrates their ability to perform the proposed work.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF AIR AND RADIATION

Climate Protection Partnerships Division
U.S. EPA 6202J
Washington, DC 20460

MEMORANDUM

DATE: January 3, 2003

SUBJECT: Technical Review of Building Performance Institute Certification Proposal

FROM: Lena Nirk, Project Officer, Climate Protection Partnerships Division

TO: Kathleen Hogan, Director, Climate Protection Partnerships Division

I have reviewed the proposal submitted by the Building Performance Institute, Inc. requesting funding support for the continued development of its contractor certification and accreditation program.

I. Critical Needs Addressed by the Proposal

The objectives of this cooperative agreement coincide with the goals of EPA's Home Improvement Program with ENERGY STAR as well as the New Homes Program which are to reduce energy consumption in the residential sector. Successful implementation of this proposal would lead to greater market penetration of residential energy efficiency products and measures in housing stock in states, as is happening in New York state.

The general public benefits through decreased greenhouse gas emissions. In addition, building professionals benefit through having clearly defined performance standards and a way to demonstrate to home owners that the builder professionals can meet those standards. Home owners benefit through a mechanism to recognize skilled building performance contractors, and through decreased utility bills and improved monthly cash savings.

II Review of Technical Approach

The Building Performance Institute is a national resource center promoting building science practice in the residential contracting trades. For nine years BPI has provided third-party verification of worker skills in the weatherization industry and building trades.

APPLICATION REVIEW SHEET - I.D. NUMBER:

830944-01-0

Forms/Certification Review:

	Yes	No	N/A
Eligible Applicant Statute(s) <u>CAA</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
501(c) (4) Organization That Lobbies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SF 424 With Original Signature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SF 424B Assurances With Signature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Suspension/Debarment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lobbying Certification (if over 100K)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.O. 12372 Intergov. Review Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Civil Rights Form (EPA Form 4700-4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Solicited	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Narrative Review

	Yes	No	N/A
Statement of Work Included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Requirements of Fed. Grant & Coop. Agreement Act and EPA Order 5700.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biographical Sketch Included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Subjects Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Animal Subjects Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proprietary Information Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deviation Requested	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foreign Award/Activity Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Survey or PRA Review Necessary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Budget Review

	Yes	No	N/A
Budget Period/Project Period Allowable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Itemized Budget Provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unallowable Costs Indicated (see notes)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IDC Rate Established (Rate <u> </u> Base <u> </u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contractual or Consultant Costs Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printing Costs Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meets Cost Share Req. (Recip <u> </u> % Fed <u> </u> %)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conference/Workshop Indicated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Piece of Equipment/Supplies Over \$5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes/T&Cs/Items Needed: _____

Reviewed By: [Signature] Date: 9/3/03

Sent To: _____

*May be satisfied by annual certifications.
Application Review Sheet Date: 10/99

PEER REVIEW

MEMORANDUM

SUBJECT: Review of Assistance Agreement: Building Performance Institute, Incorporated
Certification and Accreditation Program

DATE: December 23, 2002

FROM: Doug Anderson *Doug Anderson*

TO: Lena Nirk

I. OBJECTIVE

This Building Performance Institute (BPI) promotes energy and resource efficiency, comfort, and safety in existing housing. BPI has developed a respected reputation through its certification of DOE Weatherization contractors. Their draft technical standards and certification and accreditation process have also formed a cornerstone of the "Home Performance with ENERGY STAR" pilot in the state of New York. These concepts are in line with some of the goals of the Home Improvement Program as well as the New Homes Program. Furthermore, an established certification and accreditation program for residential energy-efficiency contractors would facilitate the expansion of whole-house market transformation efforts in many areas around the country. This certification and accreditation program will further EPA goals of energy conservation and resultant greenhouse gas emission abatement in the existing residential sector.

II. EXPLANATION OF ANY APPARENT DUPLICATIVE OR EXCESSIVE EFFORT

None that I am aware of.

III. STRENGTHS AND WEAKNESSES OF PROPOSAL

The BPI technical standards appear to be high-quality and well thought-out. Its certification and accreditation processes are currently being refined in New York. Additional standards development and pilot deployments by BPI should accelerate the development of the building performance industry and therefore increase the opportunity for homeowners to increase the energy-efficiency of their homes.

With its experience certifying Weatherization contractors, BPI is well positioned expand into the private sector market. The private sector certification should facilitate market transformation around the country.

IV. RECOMMENDATION

I recommend approval of this grant. I have no specific recommendations or modifications to improve the proposed project. The timetable and budget appear commensurate with the tasks.

KEV

*let-106
H. Washington*

EPA Project Officer: <u>Lena Nirk</u> Mail Code: <u>6202-J</u>	
Phone: <u>(202) 564-9841</u>	Fax: <u>(202) 565-2254</u>
Address: <u>1700 Pennsylvania Ave, NW Washington, DC 20460</u>	
Date Certified: <u>Jan. 1997</u> Date Recertified: <u>May 2002</u>	
Recommending Official Signature: <u>[Signature]</u>	
Typed name and Title: <u>Kathleen Hogan, Director, Climate Protection Partnerships Div.</u>	
Date: <u> </u>	
Decision Official Signature: <u>[Signature]</u>	Typed
Name and Title: <u>Brian J. McLean, Director, Office of Atmospheric Programs</u>	<input checked="" type="checkbox"/>
Date: <u>2/11/03</u>	

Certified Project Officers Database

EPA Domino Directory ==> ☐

Project Officer Information

Project Officer:	Lena Nirk		
Office:	OAR OAP CPPD	E-Mail:	██████████@epamail.epa.gov
AAShip:	OAR	Phone:	202-564-9841
Org Code:	6202	Mail Code:	6202

Training Information

Basic Training Date	01/21/97		
Training Type	Full Course IAG Only Grants Only	Refresher/Class Refresher/JnLine	
Last Training Date	05/21/2002		
Certification Expiration Date	05/21/2005		

Comments

Created By:

Donald Garner/DC/USEPA/US on 08/21/2002

Last Modified By:

Donald Garner/DC/USEPA/US on 01/28/2003

Administrative Terms and Conditions:

Does the project involve human subjects? ☐ Yes ☒ No

☐ If yes, approval from the ORD Human Subjects Research Review Official is attached.

Does the project involve animal subjects? ☐ Yes ☒ No

Is this project expected to generate program income? ☒ Yes ☐ No

If yes, program income should be:

☒ Used to support additional eligible activities

☐ Used to meet the recipient's cost sharing requirement

☐ Deducted from total costs to determine net allowable project cost

Does this project support a conference/workshop? ☐ Yes ☒ No

☐ If yes, GAD's conference questionnaire is attached.

Justification for Selection of Assistance Agreement

This project complies with EPA Order 5769.1 which requires that the activities funded by this agreement support a public purpose and are not for the direct benefit or use of the Federal Government. Provide justification for selection as an Assistance Agreement:

The purpose of this project is to support the accomplishments of a public purpose rather than to acquire property or services for EPA. The public and whole house contractors will benefit from having a certification for quality contractors available. This assistance agreement has been reviewed for appropriateness relative to those criteria and examples provided in the "Policy for Distinguishing Between Assistance and Acquisition". I certify that this assistance agreement appropriately meets the criteria.

Programmatic Terms and Conditions *The following special conditions for EPA involvement apply to this cooperative agreement.*

- a. The EPA Project Officer and the Project Manager from BPI will collaborate throughout all phases of the Agreement. At a minimum, this collaboration will occur through monthly conference calls and quarterly meetings.
- b. BPI will submit to EPA a quarterly report within two weeks of the end of each calendar year quarter, reporting on progress made during the quarter, laying out goals for the following quarter, and delineating any modifications to the scope of work or schedule.
- c. The EPA Project Officer will monitor the progress of the work throughout the project to ensure overall direction.
- d. BPI agrees to submit a reproducible copy of each report or output that is suitable for printing.

— Additional Info attached

Summary of Cost Analysis

EPA has reviewed the proposed cost for this grant and find those costs reasonable and justified. A copy of this analysis is contained in the project officer's files

Specific Program Identification (i.e., energy efficiency, urban, initiative, etc.)

Residential energy efficiency

Pre-award cost statement, if applicable.

Explain any apparent duplicative or excessive efforts identified with this project:	
N/A	<input type="checkbox"/> Additional Info attached
Is this an Unsolicited Research Proposal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> If yes, the recipient's cost sharing reflects their mutuality of interest.	
Was the Application selected through a competitive process? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, explain; if yes, describe the competitive process.)	
A sole-source award is justified for this cooperative agreement. BPI is currently the only organization that certifies building performance contractors. BPI has received initial funding from NYSERDA and EPA and this grant allows them to expand their mission.	
Quality Assurance (QA): Does the project include taking environmentally related measurements or data generation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, has the applicant's QA Plan been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, describe the steps that will be taken to assure that QA will be addressed, e.g., inclusion of term and condition in the assistance agreement requiring QA approval.)	
Is this agreement funded with Split Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, include justification for split funding.)	
Is the agreement funded with more than one Program Results Code (PRCs)?	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<input type="checkbox"/> If yes, the allocation methodology is attached.	
Could an invention be one of the results of this project?	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Project Title: Building Performance Certification Development

Objectives: Development of infrastructure for promotion and delivery of building performance certifications. Funds available for the award are \$73,130 which is less than the competition threshold. The project can be completed with the funds awarded and the project is not part of a larger effort or part of an assistance program as defined in the Section 5.a of the Competition Policy. ✓

Delegation of Authority No.: 7-11

Field of Science Code: 99

Statutory Authority: Clean Air Act, Section 103

The Clean Air Act Amendments of 1990, Section 103, direct the administrator to "conduct a basic engineering research and technology program to develop, evaluate and demonstrate non-regulatory technologies for air pollution prevention. Such strategies and technologies shall be developed...with opportunities for participation by industry, public interest groups, scientists, and other interested persons in the development of such strategies and technologies." [42 USC 7403(g)], Section 103.

Foreign Assistance Agreement: Does the work plan include project activities which will be performed entirely or in part outside the United States? Yes No X

 If yes, Office of International Activities (OIA) concurrence is attached, including State Department clearance if OIA determines it is required.

SUMMARY OF REVIEWS AND SELECTION PROCESS FOR AWARD

Intramural Review X Copy attached
(Required for all new and supplemental awards.)

Extramural Reviews Two extramural reviews are attached
(Required only for new research awards.)

Provide a summary of any review comments on the project. Reconcile any contrary reviews received:

Peer review was positive. There are no contrary views requiring reconciliation.

Peer review attached



HQS. SMALL GRANTS
DECISION AND APPROVAL
RECOMMENDATION (Feb 99)

PROJECT INFORMATION SECTION

Grant Number: X830944010

Applicant: Building Performance Institute, Inc.

Project Period Dates: 1/01/03 - 12/31/03

Action Type: ☒ New ☐ Supplemental

Catalog of Federal Domestic Assistance No.: 66-034 *+ Cal'd Bpts in application*

Cost Category and Amount

1. Personnel	\$ 19,985.00
2. Fringe Benefits	\$ 6,395.00
3. Travel	\$ 3,700.00
4. Equipment	\$ 0
5. Supplies	\$ 830.00
6. Contractual Personal Services	\$ 9,600.00
7. Construction	\$ 0
8. Other	\$ 32,620.00
9. Total Direct Costs	\$ 73,130.00 ✓
10. Indirect Cost IDC Rate: <u> </u> % Base: <u> </u>	\$ 0
11. Total Approved Project Period Costs	\$ 73,130.00 ✓
12. Total Approved EPA Amount	\$ 73,130.00 100%

lin

ACTION: A SCREEN: CTRA USERID: LNUF

03/05/03 11:40:26 AM

CONTRACT REQUISITION FREEZE ACTION SCREEN

KEY IS CONTRACT REQUISITION DOCUMENT ID

	DOCUMENT ID	FREEZE AMOUNT	CONTRACT OFFICER
01-	RQ 0358EC3214	73,130.00	830944010 LPHILLIPS 564-5348
02-			
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			
11-			
12-			
01-*L030 ALL LINES ADDED			

JFMS

CONNECT.SES

ACTION: R SCREEN: REQL USERID: EBF1 02/13/03 03:27:32 PM
*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ REQ NO: 0358EC3214

01- LINE NO: 001	BFY: 2003 2004	APPR: B	RPIO: 27
BUDGET ORG: 58E2	PE: 60201A	LINE AMT:	73,130.00
COST ORG:	SITE/PROJ:	CLOSED AMT:	0.00
BOC: 4183	RPTG CATG:	OBLG AMT:	0.00
LAST CHG STATUS:	DESCRIPTION:		
02- LINE NO:	BFY:	APPR:	RPIO:
BUDGET ORG:	PE:	LINE AMT:	
COST ORG:	SITE/PROJ:	CLOSED AMT:	
BOC:	RPTG CATG:	OBLG AMT:	
LAST CHG STATUS:	DESCRIPTION:		
03- LINE NO:	BFY:	APPR:	RPIO:
BUDGET ORG:	PE:	LINE AMT:	
COST ORG:	SITE/PROJ:	CLOSED AMT:	
BOC:	RPTG CATG:	OBLG AMT:	
LAST CHG STATUS:	DESCRIPTION:		

02-*L009 HEADER CHANGE

I certify that the commitment on
this PR has been accepted by
IFMS as shown on this REQL
screen.

Liz Bailey 202 564-9072
6201J

**United States
Environmental Protection Agency**

COMMITMENT NOTICE

NOTE: Preparation and approval of this form does not constitute and obligation of money. The use of this form is intended to guarantee availability of money by reserving it for certain types of specified transactions.

THIS COMMITMENT TRANSACTION IN THE AMOUNT OF \$ 73,130

IS FOR New **X830944010**

☒ GRANT

☐ INTERAGENCY AGREEMENT

☐ OTHER

☐ COOPERATIVE AGREEMENT

☐ CONTRACT

☐ PURCHASE ORDER (Please provide project number)

DESCRIPTION OF PROJECT, GOODS, OR SERVICES: Building Performance Certification Development

NAME OF GRANTEE/CONTRACTOR/VENDOR: Building Performance Institute

EMPLOYER IDENT. NO. (EIN)

TASK, ROAD, OR OTHER LOCAL IDENTIFIER

SPECIAL COMMENTS OR INSTRUCTIONS

ALLOWANCE HOLDER APPROVALS (Optional, at discretion of Allowance Holder)

ALLOWANCE HOLDER TYPE:

RESPONSIBILITY CENTER TITLE:

STAFF APPROVALS

SIGNATURE

DATE

PHONE

Kathleen Hogan, Director, CPPD

Brian J. McLean, Director, OAP

FUNDS CERTIFICATION

PREPARED BY

APPROVED BY

SIGNATURE: Susan Donnelly

SIGNATURE: Liz Bailey

DATE

PHONE: 564-9735

DATE

PHONE: 564-9072

For Responsibility Center Use Only

Contract negotiator ☐ is ☐ is not authorized to exceed amount shown above by up to 10% without securing further approval for funds.

THE AMOUNT OF MONEY IS:

☒ AN ORIGINAL COMMITMENT

☐ AN INCREASE TO A PREVIOUS COMMITMENT

☐ A DECREASE TO A PREVIOUS COMMITMENT

FINANCIAL AND ACCOUNTING DATA

DCN (Max 6)	Budget FY (Max 4)	Appropriation Code (Max 6)	Budget Org Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SEO
1	803214	0104	B	SHE.2	60201A	4183
2						
3						

Amount (Dollars)	Cost Project (Max 8)	Cost Org Code (Max 7)
1	73,130	
2		
3		

GRANT NO.

1483944 CT-C

DATE

3/6/83

☒ ENERGY Related or OVER \$1M/Copy to Betty M.☒ SMALL GRANT☒ Correct Decision Official/Dei of Auth☒ PO Training/Monitoring Form ☒ ☒☒ Cost Sharing/Partial Funding☒ 501 (c)(4) TCs & Status ☒ 501(c)(3)☒ Lobbying/Litigation TC☒ DBE/MBE TC & Attachment☒ Civil Rights Form☒ Prevalidation/Freezing☒ Multiple PRC Codes/Allocation Meth.☒ Statutory Authority/Regulatory Auth☒ CFDA (CP 66.463/CH 66.609/NE 66.951)☒ Object Class☒ Mixed Appropriation Justification/Alloc Meth☒ SRO Approval over \$1M☒ Dec Memo: Assist vs Acq/Competition/Solicited☒ Quality Assurance/TC added☒ Reviews/Negative Comments Addressed ☒ ☒☒ Foreign - OIA Approval/Fly America☒ FDP/Deviation☒ Debt Collection TC/ACH TC☒ Conference Questionnaire☒ Program Income☒ EPA In-Kind in Budget/TC added☒ Consultants TC☒ No Feds TC☒ Copyright TC☒ Prompt Payment TC☒ FSR TC☒ IDC negotiated or TC added☒ Research Misconduct☒ State Recipient/TCs Added☒ Progress Reports (OW #19)☒ Final Report☒ Human Subjects/ORD Approval☒ Animal Subjects☒ Deviation for Extension (Res & Tng)☒ Minority Issue - Ken Redden (OGC)☒ Computer Models Questionnaire☒ PRA/ICR Issue - Barbara Pace (OGC)

GRANT NO. CX P30944-01-0 DATE 3/17/03

- ☒ ENERGY Related or OVER \$1M/Copy to Betty M.
- ☒ SMALL GRANT
- ☒ Correct Decision Official/Del of Auth ☒
- ☒ PO Training/Monitoring Form ☒
- ☒ Cost Sharing/Partial Funding TC 4 ☒
- ☒ 501 (c)(4) TCs 54/55 & Status ☒
- ☒ DBE/MBE TC 15 w/Attachment/Indian MBE TC 67
- ☒ Lobbying/Litigation TC 64
- ☒ Civil Rights Form (TC 61)
- ☒ DC negotiated or TC added
- ☒ Prevalidation/Freezing
- ☒ Multiple PRC Codes/Allocation Meth.
- ☒ Statutory Authority/Regulatory Auth ☒
- ☒ CFDA (XA 66.034/CP 66.463/CH 66.609/NE 66.951)
- ☒ Object Class
- ☒ Total BP costs/EPA Dollars (p.1,2,3)
- ☒ Mixed Appropriation Justification/Alloc Meth
- ☒ SRO Approval over \$1M *(small)*
- ☒ Dec Memo: Assist vs Acq/Competition/Solicited
- ☒ Quality Assurance/TC 24 added ☒
- ☒ Reviews/Negative Comments Addressed ☒
- ☒ Foreign - OIA Approval/Fly America TC 13 ☒
- ☒ FDP/Deviation (TC 38)
- ☒ Prompt Payment TC 1
- ☒ No Feds TC 12
- ☒ ACH TC 2
- ☒ FSR TC 3
- ☒ Consultants TC 5
- ☒ Conference Questionnaire
- ☒ Program Income (TC 63)
- ☒ EPA In-Kind in Budget/TC added ☒
- ☒ Copyright TC 65
- ☒ Research Misconduct TC 60
- ☒ State Recipient/TCs 11,51,52,53,73
- ☒ Progress Reports (OW TC 19)
- ☒ Final Report
- ☒ Human Subjects (TC 6)/ORD Approval ☒
- ☒ Animal Subjects (TC 7)
- ☒ Deviation for Extension (Res & Tng)
- ☒ Minority Issue - Ken Redden (OGC)
- ☒ Computer Models Questionnaire
- ☒ PRA/ICR Issue - Barbara Pace (OGC) (TC 9)

Add prog TC (d) - See
Dec memo.

Add TC 54

~~Add TC 54~~

PRA ? N/A

Copyright TC ? N/A

1 Prog Code

per conversation 3/18/03
w/ EPA PO.
JPP.

CR830744 07-0
Attachment A

Minority Business Enterprises (MBE)/Womens' Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY 1998 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements

(a) The recipient accepts the applicable FY 1998 Minority Business Enterprise (MBE)/Womens' Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY 1999 MBE/WBE "fair share" goals/objectives as follows

	MBE %	WBE %
Construction	1%	1%
Supplies	1%	1%
Services	1%	1%
Equipment	1%	1%
OR		
Combined Rate	1%	1%

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR §30.44(b), 40 CFR §31.36(e), or 40 CFR §35.6580, as appropriate, and retain records documenting compliance

(e) The recipient agrees to submit an EPA form 5700-52A "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements," beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Lupe Saldana, U.S. Environmental Protection Agency, 401 M Street, SW, Mail Code 3903R, Room 51288, Washington, D.C. 20460, 202-564-5353, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA form 5700-52A to MBE/WBE Coordinator, Lupe Saldana by October 30 of each year

(f) If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective

2. EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions

collaborate throughout all phases of the Agreement. At a minimum, this collaboration will occur through monthly conference calls and quarterly meetings.

2. The EPA Project Officer will monitor the progress of the work throughout the project to ensure overall direction.
3. BPI agrees to submit a reproducible copy of each report or output that is suitable for printing.

Administrative Conditions

- 1 The recipient agrees to comply with the MBE/WBE terms and conditions outlined in Attachment A.
- 2 The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.
- 3 The recipient agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall describe the recipient's achievements with respect to stated project purposes and objectives.
- 4 EPA participation in the salary rate (excluding overhead) paid to individual consultants is limited to the maximum daily rate for a Level IV of the Executive Schedule, which is currently \$513.60 per day and \$64.20 per hour.
- 5 In accordance with Section 18 of the Lobbying Disclosure Act of 1995, PL. 104-65, 109 Stat. 691, the recipient affirms that:
 - (1) it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or
 - (2) it is a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995.
- 6 In accordance with 40 CFR 30.24(b)(1), program income will be added to funds committed to the project by EPA and used to further eligible project or program objectives.
- 7 The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriation act. A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.
- 8 In accordance with EPA guidance and OMB Circular No. A-21 or A-122, as appropriate, the recipient agrees that it will not use assistance funds (Federal or non-Federal share) for lobbying or political activities.

Programmatic Conditions

- 1 The EPA Project Officer and the Project Manager from Building Performance Institute (BPI) will

Table A - Object Class Category (Non-construction)		Total Approved Allowable Budget Period Cost
1. Personnel		\$19,985
2. Fringe Benefits		\$6,395
3. Travel		\$3,700
4. Equipment		\$0
5. Supplies		\$830
6. Contractual		\$9,600
7. Construction		\$0
8. Other		\$32,620
9. Total Direct Charges		\$73,130
10. Indirect Costs: % Base		\$0
11. Total (Share: Recipient 0.00 % Federal 100.00 %)		\$73,130
12. Total Approved Assistance Amount		\$73,130
13. Program Income		\$0

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FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 73,130	\$ 73,130
EPA In Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 73,130	\$ 73,130

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.034 Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act, Sec. 103	40 CFR PART 30


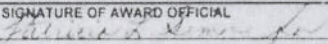
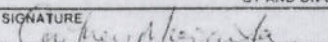
Fiscal									
Site Name	DCN	FY	Approp. Code	Budget Organization	PRC	Object Class	Site Project	Cost Organization	Obligation / Deobligation
	EC3214	0004	B	58E2	60201A	41 B3			73.130
									73.130

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XA - 83094401 - 0 Page 1

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement		ASSISTANCE ID NO.			
			PRG	DOC ID	AMEND#	DATE OF AWARD
			XA -	83094401	- 0	03/19/2003
			TYPE OF ACTION			
New		MAILING DATE				
PAYMENT METHOD:		ACH#				
ACH		8006				
RECIPIENT TYPE:		Send Payment Request to:				
Non-Profit Organization		Las Vegas Finance Center				
RECIPIENT:		PAYEE:				
Building Performance Institute Inc 126 State Street, Third Floor 10 HERMES RD, Suite 200 Albany, NY 12207 MAITA, NY 12076 EIN: 14-1789014		Executive Director Building Performance Institute Inc 1200 Pennsylvania Ave. NW, 6202J Washington, DC 20460 E-Mail: Nirk.Lena@epa.gov Phone: 202-564-9841				
PROJECT MANAGER		EPA GRANT SPECIALIST				
Courtney Moriarta Building Performance Institute Inc 126 State Street, Third Floor 10 HERMES RD, Suite 200 Albany, NY 12207 MAITA, NY 12076 E-Mail: courtney@bpi.org Phone: 518-899-2727		LaShaun Phillips 1200 Pennsylvania Ave. NW Washington, DC 20460, 3903R E-Mail: Phillips.LaShaun@epa.gov Phone: 202-564-5348				
PROJECT TITLE AND DESCRIPTION						
Building Performance Certification Development SMALL GRANT-Development of infrastructure for promotion and delivery of building performance certifications						
BUDGET PERIOD		PROJECT PERIOD		TOTAL BUDGET PERIOD COST		
03/12/2003 - 03/11/2004		03/12/2003 - 03/11/2004		\$73,130.00		
				TOTAL PROJECT PERIOD COST		
				\$73,130.00		
NOTE: The Agreement must be completed in duplicate and the Original returned to the appropriate Grants Management Office listed below, within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. Receipt of a written refusal or failure to return the properly executed document within the prescribed time, may result in the withdrawal of the offer by the Agency. Any change to the Agreement by the Recipient subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the Agreement, shall void the Agreement.						
OFFER AND ACCEPTANCE						
The United States, acting by and through the U.S. Environmental Protection Agency (EPA), hereby offers Assistance/Amendment to the Building Performance Institute Inc for 100.00 % of all approved costs incurred up to and not exceeding \$73,130 for the support of approved budget period effort described in application (including all application modifications) cited in the Project Title and Description above, signed 11/20/2002 included herein by reference.						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE				
ORGANIZATION / ADDRESS		ORGANIZATION / ADDRESS				
Grants Administration Division 1200 Pennsylvania Ave. NW 3903R Washington, DC 20460		Office of Air and Radiation OAR 1200 Pennsylvania Ave. NW Washington, DC 20460				
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL		TYPED NAME AND TITLE		DATE		
		Mildred Lee, Chief - Grants Operations Branch A		03/19/2003		
This agreement is subject to applicable U.S. Environmental Protection Agency statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the recipient organization, and (2) the recipient agrees (a) that the award is subject to the applicable provisions of 40 CFR Chapter 1, Subchapter B and of the provisions of this agreement (and all attachments), and (b) that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by EPA to have been overpaid will be refunded or credited in full to EPA.						
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE		TYPED NAME AND TITLE		DATE		
		Executive Director		4/7/03		



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**UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY**

Administrative Services Division

WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION
AND RESOURCES
MANAGEMENT

Dear EPA Grant Recipient:

Federal funds have been approved for the project identified on the enclosed assistance agreement or assistance amendment. Please make a copy for your records and provide the appropriate copies within your organization. You must accept this assistance agreement or amendment by signing and returning it to EPA within three weeks to the following address:

U.S. Environmental Protection Agency
Grants Administration Division
Grants Operations Branch (3903R)
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460

Please note that the above address is EPA's mailing address for normal delivery. If you want to send the agreement/amendment via courier, the following address should be used:

U.S. Environmental Protection Agency
Ronald Reagan Building
Grants Administration Division (3903R)
Room 51288 (Mail Room)
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20004
(202) 564-5305

If the assistance agreement or amendment includes any terms and conditions requiring signed certifications or assurances, you must return them with the agreement or amendment. Payment will not be made until required certifications and assurances are received.

This project is subject to post award monitoring activities such as site visits, correspondence and/or telephone calls as appropriate.

At the conclusion of this agreement, you are required to submit, within 90 calendar days, all financial, performance and other reports as required by the terms and conditions and applicable EPA regulations (40 CFR 30 or 40 CFR 31). EPA regulations governing this grant may be viewed at: www.epa.gov/ogd/grants

If you have any questions, please contact the Grants Specialist identified on the award document.

Enclosures